

2023-24 Educational Aide Exemption Application

INDICATE APPLICABLE TERM:
(A separate application is required for each term.)

Fall Spring Summer

The Educational Aide Exemption Program encourages educational aides to complete full teacher certification. Recipients are exempt from the payment of tuition and certain mandatory fees at participating Texas public institutions of higher education ([Texas Administrative Code, 21.1080](#)).

Sections I and II of this application **must** be completed before submitting to your institution's Financial Aid Office.

SECTION I. COMPLETED BY APPLICANT (All items below must be completed.)			
Last Name	First Name	MI	Social Security Number
Street Address		Phone Number	
City	State	Zip	Email
CERTIFICATION: I hereby certify that I am enrolled in courses required for teacher certification in one or more subject areas determined by the Texas Education Agency to be experiencing a critical shortage of teachers at Texas public schools. (See Section III of this form for list of critical shortage areas).			
Applicant's Signature			Date

SECTION II. COMPLETED BY AUTHORIZED SCHOOL DISTRICT OFFICIAL (applicant's current employer)		
Applicant's Job Title	Initial Date of Employment	Applicant Currently Employed with District? Yes No
School District Name	County District Number	
School District Address	Phone	
City	State	Zip Fax
Employment history is based on the teacher service record. Complete the section that applies below.		
Applicant has been employed as an Educational Aide by a public school district in Texas in a teaching capacity working in the classroom directly with students on a full-time basis. _____ Total number of full-time days in the last five years that meet the above criteria.	Applicant has been employed as a Substitute Teacher by a public school district in Texas in a teaching capacity working in the classroom directly with students. _____ Total number of full-time days in the last five years that meet the above criteria.	
Name of Authorized District Official	Title of Authorized District Official	
CERTIFICATION: I hereby certify that the information provided in SECTION II is accurate and verifiable.		
Authorized District Official's Signature		Date

SECTION III. COMPLETED BY FINANCIAL AID OFFICE

Institution Name	FICE Code
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Applicant's Texas Residency Status Resident Non-Resident	Applicant's Selective Service Status Registered Exempt	Applicant's Financial Need (COA minus EFC)
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Applicant's Program of Study

In accordance with Texas Administrative Code, 21.1083(a)(6), Educational Aide Exemption recipients must be enrolled in courses required for teacher certification in one or more subject areas experiencing a critical shortage of teachers at public schools in Texas, as determined by the Texas Education Agency (TEA).

The **2023-24** critical shortage areas include:

- Bilingual/English as a Second Language
- Career and Technical Education – Secondary Level
- Computer Science/Technology Applications

Name of Authorized Official	Title of Authorized Official
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CERTIFICATION: I hereby certify that all rules and regulations were adhered to in determining applicant's eligibility.

Signature of Authorized Official	Date
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The Financial Aid Office must confirm applicant's eligibility for every semester or term the exemption is awarded.